

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CHIEF OF SOLID WASTE OPERATIONS

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Chief of Solid Waste Operations is the third level in a three level Utilities Waste Collection series. Incumbents are responsible for directing and coordinating the full range of operational solid waste, green waste and recycling activities within designated program areas.

The Chief of Solid Waste Operations is distinguished from the Solid Waste System Supervisor by its responsibility for assisting with management level activities within the Solid Waste division.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Supervises Collection staff, including supervisory staff, to include: prioritizing and assigning work; conducting performance evaluations; coaching; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
20% |
| 2. | Oversees and directs the daily Collection operations, including fleet management, routing, and equipment assignments, which includes: supervising, planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; overseeing the development and coordination of work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Responds to a variety of inquiries, complaints, and/or concerns received from employees, customers, internal departments, external agencies, and/or other interested parties; facilitates tours of solid waste facilities and addresses facility issues with interested parties. | Daily
20% |
| 4. | Assists in overseeing the management of inventory and procuring supplies and equipment, including the development of equipment specifications. | Daily
10% |
| 5. | Supervises and ensures compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of written procedures for collection and disposal activities. | Daily
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Oversees and participates in the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to Collection system activities and workload for dissemination to internal departments and/or external agencies.	Weekly 10%
7.	Participates in a variety of meetings, conferences, seminars, training classes, and/or other related sessions.	Weekly 5%
8.	Develops, administers, and monitors the division budget, including allocating resources, approving expenditures, and overseeing applicable contracts.	Monthly 10%-30%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering, Sciences, Business Administration, or a closely related field is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in supervising solid waste collection, recycling, material recovery, marketing, processing or related operations may be substituted for the required education on a year-for-year basis.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Management practices in public administration
- Budget administration principles and practices
- Solid waste collection and disposal issues and their impact to the local community
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Community and public relations principles and practices
- Route planning and scheduling theories, principles, and practices
- Municipal solid waste collection and disposal administrative principles
- Solid waste and recycling industry
- Safe work practices and procedures

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing and interpreting a variety of complex waste/recycling collection and disposal data and information
- Developing and administering budgets
- Applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Estimating time, materials, tools, and equipment requirements for jobs
- Analyzing and making recommendations for improved methods and procedures
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to environmental hazards, gasses, chemicals, oils and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008